

**REGULAR MEETING OF THE ADMINISTRATIVE BOARD
OF
NIAGARA COUNTY SEWER DISTRICT #1**

Held on the 27th day of August 2014 at the Water Pollution Control Center

PRESENT: Commissioner Marc R. Smith, Chairman
Commissioner James Riester, Vice-Chairman
Commissioner Dennis Brochey
Commissioner Robert B. Cliffe
Commissioner Wright H. Ellis

EXCUSED: Commissioner Sylvia Virtuoso
Robert P. Lannon, CRA Infrastructure & Engineering

ALSO PRESENT: Anthony M. Hahn, Administrative Director, NCSD #1
John T. Timkey, Chief Operator, NCSD #1
P. Andrew Vona, Attorney for District
Thomas W. Blodgett, CRA Infrastructure & Engineering
Anthony J. Nemi, Liaison, Niagara County Legislature
Joanne M. Teixeira, NCSD #1

Chairman Smith called the meeting to order at 3:36 p.m.

Roll call was taken by Joanne Teixeira.

Upon motion duly made by Wright H. Ellis and seconded by Dennis Brochey, it was resolved that the minutes of the July 23, 2014 meeting be approved as presented. This motion was carried.

Upon motion duly made by Robert B. Cliffe and seconded by Wright H. Ellis, it was resolved that the following vouchers be paid from their respective accounts:

FORWARDED

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Bytronics	Digging Notifications	30.10
Dig Safely	Digging Notifications	42.00
Frontier	Mapleton Rd PS	53.30
National Fuel	Plant	57.87
National Fuel	Shawnee Rd PS	24.34
National Fuel	Townline Rd PS	138.15
National Grid	Elec Dist. - East Canal PS	1,011.72
National Grid	Elec Dist. - Mapleton Rd	159.11

National Grid	Elec Dist - Moyer Lift	56.83
National Grid	Elec Dist - Plant	7,297.48
National Grid	Elec Dist - Shawnee Road	178.82
National Grid	Elec Dist - Tonawanda Creek Rd PS	471.31
National Grid	Elec Dist - Townline Rd PS	716.96
National Grid	2044 Niagara Falls Blvd (meter)	21.86
National Grid	2059 Niagara Falls Blvd (meter)	21.02
Niagara County Public Works	Elec Supply - Tonawanda Creek Rd (May 2014)	359.44
Niagara County Public Works	Elec Supply - Mapleton PS (June 2014)	122.49
Niagara County Public Works	Elec Supply - East Canal PS (June 2014)	1,162.86
Niagara County Public Works	Elec Supply - Moyer Lift (June 2014)	42.45
Niagara County Public Works	Elec Supply - Shawnee Rd (June 2014)	123.91
Niagara County Public Works	Elec Supply - Townline Rd (June 2014)	557.60
Niagara County Public Works	Elec Supply - Plant (June 2014)	14,275.45
Niagara County Public Works	Elec Supply - Rapids Road (May & June 2014)	761.39
NYSEG	Rapids Road PS (July & August)	621.15
QLT	Townline Rd PS	13.35
Time Warner	Internet	758.17
Verizon	East Canal	24.96
Verizon	Moyer Lift PS	24.92
Verizon	Plant	135.31
Verizon	Rapids Road PS	24.90
Verizon	Shawnee Rd PS	24.57
Verizon	Tonawanda Creek	28.90
Verizon	Townline Rd PS (July & August)	49.59
Verizon Wireless	Cellular Phone	65.20

TOTAL

\$ 29,457.48

TO BE PAID

<u>VENDOR</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
Allied Waste	Sludge Disposal	17,272.41
Allied Waste	Recycling Service	37.75
Applied Sciences Group Inc.	Repair Pump Controller at East Canal PS	760.00
Augies	NYS Vehicle Inspection	10.00
Beau Enterprises**	R.O.W. Project	73,637.00
Bison Laboratories, Inc.	Sodium Hypochlorite	2,792.76
Buffalo Courier Services	Delivery Service to Rochester Lab	1,380.00
Buffalo Lift Trucks	Service Fork Lift	106.38
Chudy Paper	Paper Towels/Toilet Tissues/Cups	303.62
City Electric Co., Inc.	Batteries	31.32
CRA	July Monthly Retainer	750.00

CRA	Misc. Project Assistance/SCADA (Project #630191)	7,727.50
CRA	2014 I/I Project (Project #631071)	22,275.00
CRA	2014 Roof Replacement (Project #631067)	1,759.50
CRA	SPDES Permit Compliance (Project #631076)	25,155.00
David Chevrolet Buick, Inc.	Part for truck (handle)	55.55
EMD Millipore	Membrane Filters	515.25
Evoqua	Lab Grade Water	717.09
Fisher Scientific	Lab Supplies	1,592.47
Greater Niagara Newspaper	Bid - Sludge Hauling	162.65
Hahn, Anthony	Travel Mileage	103.04
Isle Chem	Lab Analysis	696.50
John W. Danforth Company	Annual Fume Hood Certification	345.00
K & K Janitorial Service, Inc.	General Cleaning for August 2014	390.00
Koester Associates	Volute Gaskets	336.19
Lozier	Laboratory Services	350.00
Modern Corporation	Dumpsters	175.27
Musial, Gene (Ryan's Exterminating Co)	Spray Filter Building	155.00
Napa Auto Parts	Oil & Filters	46.99
Niagara County Sewer District #1	Petty Cash	63.92
North Central Laboratories	Lab Supplies	54.86
NSI Lab Solutions	Residual Chlorine Analysis	282.50
NY Water Environment Association	Renewal of Wastewater Certifications for D. Flanders & M. Proefrock	320.00
7N5-Praxair Distribution Inc.	Maintenance Supplies	100.50
PVS Technologies, Inc.	Ferrous Chloride	2,033.26
Rexel	D Cell Batteries, Timing Relay	247.16
Shatzel, Christopher (Matador)	Carpet Floor Protection	119.00
Staples	Office Supplies	20.35
Town of Wheatfield	Fuel for vehicles	1,653.20
Vona, P. Andrew	Monthly Retainer-July 2014/Legal Services	2,500.00
Wendt's Propane	Propane	59.15
WW Grainger Inc	Extension Ladder, Flat Mirror, Traffic Cone, Maintenance Supplies, storage cabinet	1,125.72
Zep Inc.	Maintenance Supplies	101.49
TOTAL		\$ 168,320.35

TOTAL FORWARDED	\$ 29,457.48
TOTAL APPROVED O&M	<u>168,320.35</u>
GRAND TOTAL APPROVED	\$ 197,777.83

This motion was carried.

Review of the July 2014 Financial Report showed an Operation and Maintenance balance of \$7,950,431.66. Upon motion duly made by Wright H. Ellis and seconded by Dennis Brochey it was resolved that the Sewer District's July 2014 Financial Report be approved as presented. This motion was carried.

Communications:

1. Wet Well Gas Monitors - Price Adjustment - Mr. Hahn wanted to bring to the Board's attention that at the June 2014 Administrative Board Meeting, a resolution was made to purchase a Scott Safety Gas Detection System from Martech at a cost of \$6,735.00 (lowest quote). The Sales Manager from Martech inadvertently quoted the incorrect price. The actual price is \$100.00 less so the new total will be \$6,635.00 plus approximately \$30.00 for shipping. This price does not include installation. From this point forward, there will be a not to exceed clause stated after every accepted price quote.

2. Suzanne-Marie C. Fulle - has been out on a medical leave and is expected to return to work on Tuesday, September 2, 2014.

3. Wet Well Update - Mr. Hahn reported that on August 11, 2014, Teamsters Local 264 invited Nellie Brown, Director of Workplace Health and Safety at Cornell University, to conduct a workshop on Occupational Hazards of Wastewater and Sewer Work: a discussion of risks and hazard reduction. She reviewed the current situation with the Wet Well and made some comments regarding health/safety issues related to the wet well area. On August 27th, Mr. Hahn and Mr. Timkey met with Dave Watroba, Manager of Labor Relations, Marie Engert and Daniel Rey of Risk Management and Scott Wehrlin, Loss Control Manager at First Niagara to review and discuss letter submitted by Ms. Brown.

Old Business:

There is nothing new to report this month.

Chief Operator's Report:

a. Transit Road Interceptor Sewer Collapse - Mr. Timkey reported that on August 5, 2014, the District had a 24 inch interceptor sewer collapse in the Town of Pendleton along Transit Road near Robinson Road. Mark Cerrone, Inc., was called to complete the emergency repair and as of today, the sewer is back live and flowing normally. It has been determined that the collapse was caused by hydrogen sulfide gas build-up in the interceptor causing the asbestos-cement pipe to deteriorate and ultimately fail. The extreme hydrogen sulfide gas build-up is due to the Town of Lockport's 14-inch forcemain discharging into the District's interceptor at the manhole at the southwest corner of the intersection of Transit and Robinson Roads. Mr. Blodgett discussed that a similar situation occurred in earlier 2004 and recommended that the District consider detailed inspections at other similar connections throughout the Sewer District in an attempt to prevent future emergency situations similar to this. Mr. Blodgett also stated that the District should do further camera investigation of immediate upstream and downstream sewers on Transit Road near the collapse.

In order to fund this emergency project, Mr. Hahn proposed to use the District's fund balance and he is requesting board approval to transfer \$325,000 from the District's fund balance.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby approves Mr. Hahn to transfer \$325,000 from the District's fund balance in order to fund the Transit Road Sewer Collapse Project. This motion was carried.

b. Alfa Laval Centrifuge Control Update - Mr. Timkey reported that he received four quotes for the Alfa Laval Centrifuge Controls Upgrade Electrical Installation, the lowest was from Gaines Electric at \$9,640.00. Mr. Timkey requested board approval accepting the low quote from Gaines Electric at \$9,640.00.

Upon motion duly made by Robert B. Cliffe and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives approval to Mr. Timkey to

accept the lowest quote from Gaines Electric for the Alfa Laval Centrifuge Controls Upgrade Electrical Installation in the amount of \$9,640.00. This motion was carried.

c. Laboratory Equipment Purchase for Enterococci Testing - Mr. Timkey reported that the District would like to purchase a Sealer, WQTS2X-1115V from IDEXX, which is a sole source provider in the amount of \$3,938.00. This Sealer will be used in the District's laboratory as equipment needed to perform the enterococci test on wastewater. This test is now required under the District's new SPDES permit. The District is currently paying a commercial laboratory to perform this test. The District is also paying a courier service to deliver said sample to a lab in Rochester, NY. Mr. Timkey requested board approval to purchase Sealer, WQTS2X-1115V from sole source provider IDEXX in the amount of \$3,938.00.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby gives approval to Mr. Timkey to purchase Sealer, WQTS2X-1115V from sole source provider IDEXX in the amount of \$3,938.00 to perform the enterococci test on wastewater. This motion was carried.

Administrative Director's Report:

a. Financials - Mr. Hahn supplied to the Board Toski's & Co., P.C. Independent Auditor's Report of the District in which they had no issues. Mr. Hahn reported that the District has substantial assets and that at year end 2013, our fund balance is just under \$5 million, which has increased by approximately \$400,000 from last year.

b. Town of Niagara Membership - Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Board adjourn to executive session to discuss the Town of Niagara Membership. This motion was carried.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Board adjourn from executive session and re-open the regular meeting. This motion was carried.

c. Budget - Mr. Hahn reported that the Administrative Board did not get back to him with any significant changes to the 2015 budget which he presented in July and that he will be submitting said budget to the Office of Budget & Management in September with a 1% increase.

d. Sludge Hauling & Disposal – Award Bid – Mr. Hahn reported two bids were received for the sludge hauling and disposal contract and Allied Waste Services of North America LLC, d/b/a Allied Waste/Republic Services of Buffalo submitted the lowest bid. He requested authorization to accept Allied Waste Services of North America LLC, d/b/a Allied Waste/Republic Services of Buffalo bid at the three year contract price at \$44.28 per ton.

Upon motion duly made by Wright H. Ellis and seconded by James Riester, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby accepts the low bid of Allied Waste Services of North America LLC, d/b/a Allied Waste/Republic Services of Buffalo in the amount of \$44.28 per ton for Sludge Hauling and Disposal (Bid No. NCSD14-02) for a three (3) year contract period, 10/1/2014 through 9/30/2017. This motion was carried.

e. Operator Candidate - Mr. Hahn requested authorization to hire Charles Teixeira to fill the Wastewater Operator Trainee vacant position.

Upon motion duly made by Wright H. Ellis and seconded by Dennis Brochey, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes the hiring of Charles Teixeira to fill the Wastewater Operator Trainee position. This motion was carried with Commissioner Cliffe casting a negative vote.

Engineering Report:

1. General Retainer (CRA Project No. 630191)
 - Miscellaneous requests/reviews/assistance ongoing under Phase 40 and SCADA support services
 - Vacuum Truck specification assistance
 - Transit/Robinson Road Interceptor Emergency repair
 - BOARD ACTION REQUESTED – None

2. Capital Plan Phase 2 (CRA Project No. 630806)
 - R.O.W Clearing Contract – work is complete. Contract closeout and final payment being processed
 - BOARD ACTION REQUESTED – None
3. Development of New 10-Year Capital Improvement Plan (CRA Project No. 631024)
 - Next steps, implementation and schedule for approved plan
 - BOARD ACTION REQUESTED – None
4. Mapleton Road Pump Station Improvements (CRA Project No. 631047)
 - Waiting on equipment lead time/delivery for construction
 - BOARD ACTION REQUESTED – None
5. WPCC 2014 Roof Replacement Project (CRA Project No. 631067)
 - Submittals reviewed and initial construction activities commencing
 - BOARD ACTION REQUESTED – None
6. 2014 District I/I Project – Manhole Inspection Program (CRA Project No. 631071)
 - Field inspections and database work continuing
 - BOARD ACTION REQUESTED – None
7. 2014 SPDES Permit Schedule of Compliance Action Items (CRA Project No. 631076)
 - Clarifier Baffle Project Contracts sent to Empire State Mechanical for execution. Draft Flow Study Work Plan/Mercury Minimization Program work under final review. Base plant hydraulic and process modeling complete.
 - **BOARD ACTION REQUESTED – Execute Contract (pending execution by Contractor)**

Mr. Blodgett requested board approval to execute the contract for the Clarifier Baffle Improvement Project with Empire State Mechanical Contractors, Inc., in the total amount of \$197,000.00 pending review of the Board's legal counsel, Andrew Vona.

Upon motion duly made by Robert B. Cliffe and seconded by Wright H. Ellis, it was resolved that the Administrative Board of Niagara County Sewer District #1 hereby authorizes the execution for the Clarifier Baffle Improvement Project contract with Empire State Mechanical Contractors, Inc. in the

total bid amount of \$197,000.00, pending review of the Board's legal counsel, Andrew Vona. This motion was carried.

Attorney's Report:

Mr. Vona stated that there was nothing new to report this month.

New Business:

There is nothing new to report this month.

Adjournment:

Upon motion duly made by James Riester and seconded by Wright H. Ellis the meeting adjourned at 4:35 p.m.